



# Artists Activating Communities

## 2015-2016 Grant Guidelines

*Deadline: March 2, 2016 5:00 PM – (online submission)*



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

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## California Arts Council



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#### Office Hours

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Mission:** To advance California through the arts and creativity.

**Funding:** The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeal.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

# ARTISTS ACTIVATING COMMUNITIES

## Program (AAC)

### GRANT GUIDELINES

DEADLINE: MARCH 2, 2016 5:00 PM

*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



### **Background**

The California Arts Council (CAC) is pleased to offer grants through the new Artists Activating Communities Program (AAC). This new pilot program is rooted in the California Arts Council's belief that artists are integral to healthy communities and that the arts are a societal cornerstone that brings people together, builds community, and fosters social progress.

### **Purpose**

Informed by research on the intersection of artistic process, participatory art-making, community organizing, and social practice, AAC supports sustained artistic residencies in community settings, demonstrating the arts to be a central component of civic life, and artists to be vital in shaping society. Artist residency activity must include artistic practice that is characterized by deep interaction with a specific community. Projects must be artist-driven, should engage community members as active participants, and should activate participants to develop and express their own creativity. Professional artists will work closely with organizational partners and community members to produce creative projects that address a specific community need. The lead artist and their artistic process must be central to the project design and implementation. Each residency must be locally developed, in partnership among one or more artists, an arts/community organization or social institution, and the targeted community to be served by the project. All residencies require matching funds.

Projects should:

- Include one or more artists and their artistic processes as the center of project activities.
- Demonstrate thoughtful and engaged creative processes that encourage people to be active in their communities.
- Involve community members in active participation that develops the creative and artistic abilities of participants.
- Foster shared understanding and a sense of community through participation in the arts.
- Demonstrate artistic rigor and thoughtful planning for community participation.
- Demonstrate strong support from targeted communities and a strong working relationship between the artist and partnering organization.

### **Available Funding and Request Amount**

The Council has allocated \$500,000 for the AAC Program. Requests may be made for up to \$15,000.

### **Matching**

All grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the AAC request, with a maximum of 50% in-kind contributions permitted, with the approval of the AAC Arts Program Specialist (see Staff Assistance).

### **Applicant Eligibility**

Application must be submitted by a nonprofit organization, but project must be developed in partnership with one or more California-based artists, and the artists' work must be the focus of the project.

An applicant must be:

- A California-based nonprofit arts organization or local arts agency, OR a social service/community nonprofit organization. Organizations such as libraries, housing agencies, senior centers, veterans' services agencies, or hospitals may be eligible to apply.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal agent that has nonprofit status, 501 (c) (3), which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal agent becomes the legal contractor. The fiscal agent must also demonstrate consistent arts programming in California for a minimum of two years prior to the time of application, and have compatible organizational goals to the applicant organization.
- Artists working with the applicant organization must show professional experience of at least three years in the artistic discipline of the project, or equivalent teaching-artist experience if applicable to project; must be residents of California; may not be engaged in project as students in a degree program; and can only be a part of one AAC application in any one grant cycle.
- The applicant must develop and execute by June 30, 2017 a project addressing the program's purpose.
- Applicants that are non-profit arts organizations must complete a Cultural Data Project Funder Report at the time of application. Applicants that are social services agencies must submit a detailed organizational budget.
- Application can include more than one artist if all collaborating artists meet eligibility requirements and all participating artists are compensated accordingly.
- Applicants to this program are not restricted from applying for and receiving funding from other CAC grant programs as long as those funds are used for different purposes.

### **Project Requirements**

- Project must be driven by the creative vision of participating artists.

- Project must include sustained, interactive contact between the artist(s) and the community over a period of time determined by the needs and priorities of the community and the parameters of the project. This could mean intensive daily interaction over the course of 1-2 weeks, weekly interaction over months, or other regular interaction over a period of time.
- Budget must include professional fees for the artist, commensurate with experience and local rates.
- Project must be free of charge for community participants.
- Project must include a designated project coordinator to act as a facilitator and liaison between the organizational partner, the community, the artist and the California Arts Council, and to handle other project management duties.
- Project must include the development of a thorough project plan that includes a detailed timeline indicating a thoughtful approach to engaging the community in artistic practice as well as space, time and equipment requirements.
- Project must identify a community need, circumstance or priority to be addressed and desired outcomes of creative activities undertaken in grant period.
- Letter of Agreement between Applicant organization and Lead Artist must be submitted.
- State funds cannot be used for hospitality, purchase of equipment, or out of state travel. Please see page 7 for more detail on what the CAC does not fund.

### **Application Process**

**CAC Cultural Grants** is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

### **Review criteria**

The peer review panel will evaluate applications based on the following criteria:

- *Artistic merit:* Extent to which artists' vision and creative processes are the central and defining component of project; skills and expertise support the project goals and objectives as evidenced by samples of artistic work, Artist Statement, support materials, and arts programming schedule of activities.
- *Project Design:* Development of project design with realistic timeline, appropriate budget, clear artistic and community-based goals and objectives, and achievable outcomes; depth of participant involvement; appropriateness of marketing and outreach plans; and engagement or support of target audience in project design.
- *Community impact:* Project's relevance to community and degree to which it addresses community needs or priorities; degree to which project promotes opportunity to engage in or experience arts.

- *Management and leadership:* Ability of partnering organizations to implement proposed project as evidenced by qualifications of project’s team, viability of project budget, and overall fiscal health of applicant and partnering organizations.
- *Documentation and evaluation plan:* Strength of program assessment and/or evaluation methodology; strategies to document project outcomes and demonstrate the project’s value (including both qualitative and quantitative results).

### **Peer Panel Evaluation and Ranking Process**

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists’ ranks are averaged to obtain the final score.

#### **10-Point Numerical Ranking System**

<b>10</b>	<b>Model</b>	Meets all of the review criteria to the highest degree possible.
<b>8-9</b>	<b>Excellent</b>	Designates an applicant as a high priority for funding.
<b>5-6-7</b>	<b>Good</b>	Strongly meets the review criteria; however, some improvement or development is needed.
<b>2-3-4</b>	<b>Developing</b>	Has merit, but does not meet the criteria in a strong or solid way.
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support.

Depending on the amount of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided through this process.

### **Council Decision-making**

The final authority for AAC grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel’s evaluations, the Council will consider and make funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

### **What the CAC Does Not Fund**

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

### **Timeline**

January, 2016	Application available
<b>March 2, 2016</b>	<b>Application deadline (online)</b>
April, 2016	Funding decisions
May, 2016	Funding notifications
June 2016 – May 31, 2017	Funded activity period

### **Grantee Requirements**

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

### **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you

can be accommodated. **Contact: Shelly Gilbride, Programs Officer [shelly.gilbride@arts.ca.gov](mailto:shelly.gilbride@arts.ca.gov) or 916-324-0075**